

NCC Policy, Procedures and Operations Subcommittee

Meeting Notes: Wednesday, July 20, 2011

Attendees: Lisa Hoffman, Robyn Keske, Albert Ramirez, Antonio Tovar, Sharrice White-Cooper

Agenda

- I. Roll call
- II. Review and approve minutes from the June call
- III. Approach to engage Leadership Team on membership clarifications
- IV. Timeline for sharing revisions to PPO Guidelines
- V. Next Steps

Discussion and Decisions

I. Roll call: Completed

II. Review and approve minutes from the June call: Robyn sends her sincerest apologies for not drafting and distributing minutes for the June call. She has been unable to locate her notes.

III. Approach to engage Leadership Team on membership clarifications: Since we are running out of time to finalize the changes for the annual meeting, we agreed to draft proposed changes to share with the Leadership Team for feedback. This approach should facilitate their response.

IV. Timeline for sharing revisions to PPO Guidelines: The following timeline was proposed to share the revisions to the PPO Guidelines:

August 17: Membership language drafted and reviewed on PPO call (Albert)

August 29: Leadership Team reviews draft membership language (Leadership Team)

September 1: PPO Guidelines including all proposed changes distributed to full NCC (Robyn)

September 13: Review proposed changes with NCC on monthly call (All)

September 20: Final draft of PPO Guidelines distributed for 30 day review period prior to the Annual Meeting (Robyn)

October 21: Vote to approve the revised PPO Guidelines (NCC)

We discussed the need to ensure that the correct documents are distributed for review. Robyn will work with Sharrice to facilitate. In addition, all agreed to date and initial edited files to designate most recent version.

V. Next steps: No additional next steps were discussed.

Action Items

Draft membership language for article II (Albert)

Provide any supporting documents for membership language (Robyn)

Facilitate document distribution (Robyn)

Next call: August 17, 2011 at 4:00 (EDT)